

UNITED STATES BANKRUPTCY COURT

SOUTH CAROLINA

Clerk's Instruction: Automation Services (CI-5001-1¹)

The United States Bankruptcy Court for the District of South Carolina has a number of automated services for public access to court records and these are regularly being updated and enhanced.

The Voice Case Information System (VCIS) allows users with a touch tone phone to access case information. There is no access fee for VCIS.

In 1999, a new Internet based service was introduced: www.scb.uscourts.gov is a free site (has no access fee by the judiciary). This site contains information about the court, court calendars, local rules, official forms, clerk's instructions, etc.

In 2003 the court migrated from Web PACER and PACER Classic to ECF/PACER. This system provides the ability for you to download case image documents. This site charges an access fee of .07 cents per page (maximum of \$2.10 per document/report). ECF/PACER is an enhanced version of Web Pacer offering case information, document images and the ability to run customized reports. PACER Classic, a text based dial-up system, was discontinued with the advent of ECF/PACER.

¹ See SC LBR 5001-1 (This document replaces forms B-212:11/30/93 and B-213:7/3/97)
Rev 12/22/03

ECF Pacer

Accessible via the World Wide Web at <http://ecf.scb.uscourts.gov>

Features

Query

You may search by Case Number, Name, SSN, or Tax ID

Alias	Associated Cases	Attorney
Case Summary	Creditor	Deadline/Schedule*
Docket Report*	Filers	History/Documents*
Party	Related Transactions*	Status
Notice of Bankruptcy Filing		Trustee

*Includes access to associated images

Reports

Cases	Claims Register
Docket Report	Calendar Events
Creditor Mailing Matrix	

Utilities

CM/ECF Login	Change Your Client Code
Review Billing History	View PACER Account Information

Requirements

PC with Windows 95+ , NT, or XP

PACER Account (available from San Antonio Billing Center 800-676-6856 or <http://pacer.psc.uscourts.gov>

Internet Access

Web Browser (such as Netscape or Internet Explorer)

Cost

.07 cents per page with a \$2.10 max cap per document/report

Internet Web Site

Accessible via the world wide web at www.scb.uscourts.gov

Features

Local Rules

Clerk's Instructions

Attorney Desk Reference Manual

Judge's Opinions

Court Info (Phone Numbers, Clerks Instructions, etc)

Judge's Court Calendar

362 Motions Calendar

Passive Notice Calendar

Downloads (Adobe Reader, Forms, Reference Manuals, etc)

Requirements

PC with Windows 95+ or NT

Internet Access

Web Browser (such as Netscape or Internet Explorer)

Cost

Free

VCIS (Voice Case Information System)

Bankruptcy case information available using touch tone phone. You may search for information by Case Number, Party Name, last four digits of SSN or complete Tax ID.

803-765-5211 or 1-800-669-8767

Features

Case Name(s)	Case Number	Bankruptcy Chapter
Filing Date	Asset Status	Attorney for Debtor
Name of Trustee	Name of Judge	Current Case Status
Next Hearing Info	Discharge Date	Closing Date

Requirements Touch tone phone

Cost Free

INSTRUCTIONS FOR USING
VOICE CASE INFORMATION SYSTEM
(VCIS)

- a. DIAL (803) 765-5211 or 1-800-669-8767 for VCIS for the United States Bankruptcy Court for the District of South Carolina.
- b. ENTER THE NAME of the debtor or a party to an adversary proceeding.

Names are given to the computer by pressing the keys on a touch-tone type telephone that correspond to the letters in the name. Use the "1" key for the letters "Q" and "Z", and skip any characters that are not letters, such as spaces, apostrophes, and dashes.

1. If the case is filed by an individual, enter the last name followed by the first name. For example, to enter the "Joe O'Riley", the following keys should be pressed:

O	R	I	L	E	Y	J	O	E	
MNO 6	PRS 7	GHI 4	JKL 5	DEF 3	WXY 9	JKL 5	MNO 6	DEF 3	#

2. If the case is filed by a business, enter the business or company name. Suffixes such as "Inc." or "Corp." should be omitted. For example, to enter the name "Joe's Subs, Inc.", the following keys should be pressed:

J	O	E	S	S	U	B	S	
JKL 5	MNO 6	DEF 3	PRS 7	PRS 7	TUV 8	ABC 2	PRS 7	#

- c. PRESS THE # KEY to tell the computer that you have finished entering the name.
- d. LISTEN and the computer will read information about the case. If more than one case is found which matches the name entered, information will be ready about each case. If the caller is not interested in the case being read, any key may be pressed to go the next case.
- e. If a user knows the procedures to follow, the user can go directly to a name search without listening to the full instructions-- touch 1 for VCIS help; touch 2 for searching cases on VCIS, touch 3 for information about PACER (Public Access to Court Electronic Records).